

*Training - 1*

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: MAY 13 1953

FROM : Chief, Administrative Staff, Logistics Office

SUBJECT: Logistics Office Training Policy

1. Several requests recently have been received from Logistics Office personnel for training which is not specifically required in connection with their positions. It is recognized that personal educational advancement of employees is of indirect potential value to the Agency and should be encouraged; however, it is felt that the operational requirements of the Office and the continuing need for economy mindedness in all our operations dictate that such training not be conducted on government time or at government expense. The enrollment in evening courses of colleges and universities in the Washington area attests to the number of persons in all agencies of government who are sufficiently interested in their careers to expend personal time and funds in self preparation.

2. Accordingly, it is proposed that this Office adopt the policy that training on government time and/or at government expense (external or internal) be allowed only if such training is determined to be necessary in connection with assigned duties or duties of a position for which an individual definitely is scheduled. Recent discussions with Office of Training representatives indicate that this proposal is consistent with Agency policy.

3. In connection with the above, it is proposed further that, as an announced policy, the Logistics Office Training Officer provide assistance to any individual desiring personal training at their own expense and on their own time. This assistance should take the form of counsel as to available external and internal educational facilities, courses available, personal study programs, referrals, etc.

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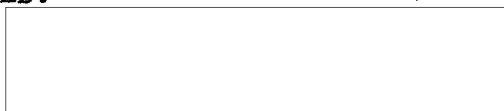
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/ JAMES A. GARRISON

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